

Here's how to take attendance online. Go to asapconnected.com and then log in. Once you're at your dashboard (or your home page), go to the search and enter the number of the class that you want to take attendance for. So make sure that you're going to search by class. In the top corner, you're going to make sure it says "Spring semester" – or the current semester, and that will bring up the classes that you teach. Choose the one that you want to take attendance for.

This is your class main page. Down here you'll see everyone enrolled. You need to hit "Attendance Options" and then the first one says "Take Attendance." When you're taking attendance, make sure that you have the correct date that you're taking attendance for. Hopefully, it will be the first date that shows up, which will be the most recent date.

If, however, you are going back to edit something, you have two weeks in that past that you can go back to. If you need to go back beyond two weeks, you will need to contact the office so we can give you permission to go that far back. If you have a sub, please put in the attendance from that day that they subbed for you within two weeks.

Then, you hit the pink bar. This will list the attendance. You can hit "present" at the top, and that will mark every single person present. Then if there were just one or two people absent, you can uncheck them. We don't have to worry about "Time in" or "Time out." Present or absent is all that's necessary. I know some of you like to keep track of hours and we certainly will not prevent you from doing that.

When you are finished, "Save" your attendance. Then you're done!

We would say to avoid – please – the "Bulk Attendance." This will really mess up our data. It will say that your students were there for six or eight hours that day, which is not true. We have to avoid doing that. So please use the method that I have just taught you.

Thank you very much!